

MONROE COUNTY

JOB DESCRIPTION

Position Title: Extension Coordinator

Position Level: 8

FLSA Status: Nonexempt

Class Code: 8-18

GENERAL DESCRIPTION

The primary function of this position is to supervise the Specialist, Extension Projects, maintain the department web page, manage grant, University, and county budgets, coordinate departmental projects and perform advanced administrative and clerical work requiring independent thought and decision making.

KEY RESPONSIBILITIES

1. *Assistant to department director, 3 extension agents, and 1 program assistant.
2. *Assists with budget preparation and manages county and university budgets, including grants and the university incidental and SHARE accounts associated with special projects.
3. *Coordinates all university and county administrative procedures necessary for department operation.
4. *Prepares and processes BOCC agenda items.
5. *Creates and maintain department web page on university Internet server and evaluate software for departmental use.
6. Creates or assists with developing various educational brochures and publications (requiring knowledge of graphics and desktop publishing programs, as well as scanners and digital cameras).
7. *Maintains departmental computer databases (scientific bibliography, mail, publication and photo databases).
8. Assists staff with computer questions or problems on new software training.
9. Assists with planning and coordination of annual Fruit Fiesta event and other special projects.
10. Assists with preparation of educational presentations and public displays.
11. *Coordinates the daily administrative operations of the office. Requires ongoing communication with agents, staff, County personnel, and University personnel, other agencies and clientele.
12. Carries out administrative assignments as instructed and uses own initiative to identify and address department needs.
13. *Maintains department inventories, reference material, administrative records and processes travel, purchase orders for both university and county operations.
14. *Trains temporary and new employees on county and university procedures.
15. Clerical duties and administrative duties as assigned, including composition of correspondence for director's signature, taking minutes for staff and advisory committee meetings and proofing draft documents.
16. *Answers phone inquiries from clients/visitors and directs them to appropriate department/individual, assist clientele (when agents are unavailable) by researching, and compiling information from files, books, internet or contacting University of Florida program specialists.
17. Coordinates the conduct of telephone and mail surveys of Extension clientele to evaluation program effectiveness.
18. *Act as office Safety representative and alternate ERC representative.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes final recommendations or decisions which routinely affect the entire department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department. Responsible for assisting in development of departmental strategic plans.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Regularly requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____